



Olena Klymenko

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Professional Summary

Online English Tutor excels in reaching all levels of individuals. Exceptional organization in maintaining records and confidentiality of student-related information. Helps students with necessary support within areas needing improvement. Teach and tutor adult ESL learners in group and one-on-one environments.

Skills

Recordkeeping
Training Classes

Organizational Skills

Work History

03/2020 - Current
Online English Tutor
Self-employed, Ukraine

- Communicated grammar rules clearly in easiest forms without overwhelming student.
- Varied teaching methods for verbal language instruction by expressing and selecting specific vocabulary clearly.
- Planned and organized lesson plans to meet changing deadlines and requirements.
- Identified problems with students by clearly and effectively addressing issues.

09/2009 - 05/2014
English-teacher
Secondary school, Tarascha

- Developed innovative lesson plans to engage students in English language learning.
- Assessed student progress and provided feedback to improve performance and establish academic success.
- Prepared and implemented lesson plans covering required course topics.
- Designed and implemented assessments to measure student progress in English language learning.
- Worked with other teachers to support struggling students and provide thorough help to rectify comprehension issues.
- Kept classroom organized, clean and safe for students and visitors.

Education

03/2021 **150 HOUR MASTER TEFL/TESOL COURSE, *Global Language Training***
05/2006 **High School Diploma, *Kyiv National Linguistic University*, Kyiv, Ukraine**

Hobbies

Reading, learning languages, world culture and politics, self-development

Languages

Ukrainian: Native language
English: C2
Proficient
Italian: B1
Intermediate
Polish: B1
Intermediate
Spanish: A2
Elementary
French: A2
Elementary